

ST. LAWRENCE CATHOLIC CHURCH FACILITY OR ROOM RESERVATIONS POLICY

To schedule any meeting or event on the campus of St. Lawrence, please read the following.

Then complete and submit a **Facility/Event Registration Form**. (This includes all facilities, i.e., church, community room, church gathering space, sports fields, etc.)

Terms and conditions for facility usage at St. Lawrence:

Release: In consideration of "permissive entry and use" of the designated facilities for the described activity, the Facility User, their representatives, heirs, and assigns, do hereby release, discharge, and covenant not to sue St. Lawrence Catholic Church and the Archdiocese of Louisville for any activity arising from the negligence or fault of the Facility User during the use of these facilities. Furthermore, the Facility User agrees to indemnify and hold harmless the Parish and Archdiocese and their employees from any claims, judgments, or expenses incurred by or as a result of this activity.

Rental Requirements: Rental of the Gym (Parish Hall) or Community Room requires approval from the Pastor and Facilities Manager along with a signed Rental Contract and Fees. The user agrees to purchase through St. Lawrence Catholic Church a Special Events Insurance Liability Certificate from Catholic Mutual Insurance for \$95. This policy provides \$1,000,000 liability coverage which includes bodily injury; property damage and host liquor liability. This policy is required by the Archdiocese of Louisville.

Use and Conduct: St. Lawrence is a non-smoking campus. The user covenants that the facilities will only be used for the described activity during the time(s) allotted and will vacate the premises upon request by the Parish. The church facilities are an extension of our own homes and should be cared for with the same regard. The user further understands that it is his or her responsibility to:

- Arrange for the opening and closing of the room or facility
- Have someone available to receive deliveries and handle returns or pick-ups
- Ensure that all equipment used is returned in the same condition as received
- Provide adequate supervision for all minors, minimum ratio of 1 adult per 6 children
- Police the conduct of the event and its participants
- Ensure that food and drink are kept in designated areas
- NO Helium-filled balloons to be used in the Gym
- Ensure the facilities are cleaned and returned to their original condition or state which includes removal of all trash.

Alcohol Usage: The user is required to sign an Alcoholic Beverage Agreement if alcohol use is anticipated. The user agrees to abide by the laws governing alcohol usage and provide the required insurance coverage for "Host Liquor Liability" as outlined above. Please contact the parish business manager if your event will be selling alcoholic beverages of any kind to obtain the proper licenses.

Charitable Gaming – Raffles – Games of Chance: The user agrees that it will not conduct any type of gambling, raffle, or game of chance during the event. Parish organizations wishing to conduct such activities must speak with the parish business manager in order to obtain the proper licenses.

Expenses: The user covenants that it assumes liability for all bills, invoices, and expenses related to the described activity, including, but not limited to, additional charges by St. Lawrence for clean-up or damages.

Political Events: Federal laws prohibit the use of Parish facilities for partisan political events.

All Facility Requests should be submitted 14 days prior to the event date so availability can be confirmed. (EXCEPTION: If planning a large-scale event, fundraising event and/or planning to serve alcohol or hold events that involve any charitable gaming (games of chance, drawings, other types of gambling) **submit request at least 90 days in advance for approval and possible license processing requirements**).

You will be contacted by a facility administrator, confirming receipt of the request. **This does NOT yet confirm that the event has been scheduled as requested.** The Facility Administrator will check the space for availability and will contact and advise you as to the event status.

St. Lawrence retains the right to reassign the activity to another facility should the need arise